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Guidelines for Faculty Recruitment Expenses

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| Approved by: Provost and Vice President Academic | Issued by: Office of Provost and Vice President Academic | Date: May 2024 |

The following guidelines apply to costs associated with the recruitment of faculty. Any questions should be directed to the relevant Dean’s Office.

**Advertising**

* The cost of one advertisement will be covered, normally in University Affairs.
* Advertisements must be submitted electronically to the relevant Dean for approval and processing.

**Refreshments and Hospitality**

As per Trent University’s Policy on Refreshments and Hospitality, all refreshments and meals must be as economical as the circumstances allow, and must be in accordance with the Broader Public Sector (BPS) Accountability Act 2010.

**Candidate Expenses – Accommodation/Meals/Travel**

Normally the recruitment budget will cover expenses for three (3) to four (4) candidates.

* Accommodation – overnight accommodation will be provided. In cases where cheaper airfares require longer stays, expenses will be covered.
* Meals – all meals for the candidate will be covered.
* Travel – will include airfares, train/bus tickets, mileage, taxi fares, and car rentals.

**Academic Unit Expenses**

* Luncheon/Coffee Hour – the academic unit will cover the cost of any luncheon or coffee hour.
* Dinner – dinner expenses for up to five (5) search committee members plus the candidate will be reimbursed.
* Alcohol–as per the University’s Policy on Refreshments and Hospitality, the cost of alcoholic beverages is permitted at sanctioned university events. The Provost and Vice President Academic will cover the cost of one drink per person at the dinner.